

# **U.S. EMBASSY KUWAIT VACANCY ANNOUNCEMENT NO. 010-11**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** ADMINISTRATIVE ASSISTANT  
FSN-105-7\*; FP-07\*\*

**OPENING DATE:** March 8, 2011

**CLOSING DATE:** March 21, 2011

**WORKING HOURS:** FULL TIME; 40 hours per week

**SALARY:** Full performance level:  
Not-Ordinarily Resident (NOR):  
\*\*US\$ 34,324 p.a.; Position Grade: FP-07  
(\*\* Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 7,765 p.a. (Starting Salary)  
Position Grade: FSN-7  
\* Actual grade and salary will be based on the qualifications of the applicant.

The U.S. Embassy in Kuwait is seeking an individual for the position of an Administrative Assistant in the U.S. Army Corps of Engineers. The incumbent will work directly under the general supervision of the Chief USACE, Kuwait Area Office at Camp Arifjan, Road 40, King Fahed Abdul Aziz Road towards Julai'a.

## **Important note:**

**Ordinarily Resident (OR)** applicants must have the required work and/or residence permit to be eligible for consideration. (This applies to all foreign nationals (US and non-US citizens) residing in Kuwait).

**All applicants (US citizen and non-US citizens) who are family members of USG employees officially assigned to post and NOT under Chief of Mission authority must** be residing in country and have the required work and/or residency permits to be eligible for consideration.

**All US Citizens (USEFMs, EFMs, or MOHs as defined below) of US Government Employees assigned to the Mission and under Chief of Mission authority are eligible for consideration.** A US Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

## **TO APPLY**

Interested applicants for this position **must** submit the following **or the application will not be considered.**

1. Application for US Federal Employment (DS-174) which is available on the Embassy's site: <http://kuwait.usembassy.gov>
2. Copy of the high school certificate/university degree (per the requirement of the position).
3. Copy of the Civil ID or passport copy including the residence permit page.
4. Candidates who claim US Veterans preference **must** provide a copy of the form DD-214.

## **SUBMIT APPLICATION BEFORE THE CLOSING DATE TO:**

Human Resources Office  
American Embassy Kuwait  
Bayan, Block 13, Al-Aqsa Mosque Street

**OR** Email the application to: [HROKuwait@state.gov](mailto:HROKuwait@state.gov)

**Please note that incomplete applications will not be accepted.**

## **BASIC FUNCTION OF THE POSITION**

The incumbent of this position serves as the principal Secretary/Administrative Assistant to the office of the U.S Army Corps of Engineers, Kuwait Area office, providing a comprehensive range of both clerical and administrative assistance to support of a wide variety of projects throughout Kuwait. The incumbent will work directly under the supervision of the Area Engineer, Kuwait Area Office at Camp Arifjan, Road 40, King Fahed Abdul Aziz Road towards Julai'a.

### **Duties include:**

- Receives visitors and telephone calls; receives incoming correspondence, reports, instructions and regulatory and procedural material.
- Manages and maintains the daily work calendar for the Kuwait Area Office and the remote project sites; schedules appointments and conferences for each as requested.
- Prepares payment vouchers, monitors and checks all purchase orders, office supplies and other acquisitions and travel reimbursements, representational accounting and petty cash, etc.
- Receives and responds to requests for statistical, factual or informative data which can be obtained from office records or files.

- Arranges for both in-country and international travel for Kuwait Area Office and the remote project sites; makes hotel reservations, airline reservations, ground transportation and prepared country clearance request cables.
- Prepares bi-weekly time and attendance for the office.

## **QUALIFICATIONS REQUIRED**

1. Completion of high school education.
2. Three to five years of secretarial/administrative work experience.
3. Level IV (Fluent) Speaking/Reading/Writing English.
4. Good working knowledge of administrative regulations, instructions and procedures.
5. Familiar with Microsoft Office products such as Outlook, Word, Excel and Internet.
6. Ability to maintain office file and records, organize work, prioritize duties and work under pressure.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**Only those short listed applicants will be called for a test/interview.**

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## DEFINITIONS

1. **US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. **EFM:** An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. **Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.
4. **Not Ordinarily Resident (NOR)** – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: March 21, 2011**

**An equal opportunity Employer**

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.